



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No.		Date Received	Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Public Service Commission Motor Carrier Certification and Enforcement Division 244 Washington Street, SW, Room 152 Atlanta, Georgia 30334		JUN 18 1975	77-A JUN 24 1975
4. Person to Contact Mr. L. Tom Doyal		5. Working Title Supervisor	6. Tel. No. 4542

7. ACTION REQUESTED AMEND APPLICATION #77, Approved March 10, 1972

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1919-present	9. Exact Series Title MOTOR CARRIER APPLICATION FILES
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10. What is the function of the office in which this record series is created?

The Motor Carrier Certification and Enforcement Division is responsible for administering the Georgia Laws requiring "for hire" motor carriers to obtain Certificate of Public Convenience and Necessity where intrastate operations are involved, register and pay prescribed fees for all vehicles operated under such Certificates, file evidence of liability and cargo insurance coverage, identify vehicles, and file tariff naming rates and changes. The Division receives, processes and assigns for public hearing before the Commission all applications for such Certificates. Division staff members participate at the hearing of the applications on behalf of the Commission.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to regulating interstate and intrastate motor carrier operations in Georgia.

Included are "Application for Certificate of Public Convenience and Necessity" (Form MC 1); "Application to Register I.C.C. Interstate Operations" (Form A); "Application to Register Interstate Operations "Exempt" From Jurisdiction of I.C.C." (Form A-1); "Uniform Evidence of Liability Insurance" (Form E); "Uniform Evidence of Cargo Insurance" (Form H); "Uniform Insurance Cancellation Notice" (Form K); operating and investigation reports; and related correspondence.

Files are arranged numerically by motor carrier application number.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		240		14	21
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [X]
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 6 years:

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER See Below, then:

- [ ] Hold in the current files area        month(s)/        year(s):
- [ ] Transfer to [X] State Records Center [ ] Local Holding Area; hold        year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [X] Other: (Specify)

When Motor Carrier becomes inactive, remove folder from active file and place in Cancelled File; cut off Cancelled File at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 5 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

77-A

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>C. P. Campbell</i>	6/18/75	<i>L. T. Dayal</i>	6/18/75
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>William M. [unclear]</i>	6-23-75
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>Carroll Hart</i>	6/20/75
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Robert [unclear]</i>	6/24/75
	Attorney General/Designee [X] Approved [ ] Disapproved		

STATE RECORDS COMMITTEE



STATE  
OF  
GEORGIA

Amended # 77-A, 6/24/75  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

Original  
PAGE  
1

1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 8 1972	Application No. 77 Date Completed MAR 10 1972
3. AGENCY, Division, Subdivision & Administering Office Address Public Service Commission 244 Washington Street, SW Room 148 Atlanta, Georgia 30334		4. Person to Contact Mr. T. G. Arnold	
		5. Working Title Personnel & Fiscal	6. Tel. No. 656-4500

7. ACTION REQUESTED



ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.



DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1919-1966	9. EXACT SERIES TITLE Motor Carrier Application Files
---------------------------------	--

0. What function performed resulted in creation of this series  
Regulation of Interstate transportation facilities, services, operations and rates of rail and motor carriers. This office regulates public motor carriers by the authority vested in the Commission by the Acts of the Legislature of 1931; specifically - to hold hearings to determine whether or not carrier authority will be granted; to grant or deny Certificates of Public Convenience and Necessity, and to enforce the Georgia Code Titles 68 and 93 and 94 as they relate to such authority.

1. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any  
These files include the following documents and correspondence relating thereto:  
This file is arranged in 8 parts as follows by Motor Carriers:  
I. FCC operating rights.  
II. Georgia Public Service Commission operating rights.  
III. Insurance correspondence.  
IV. General correspondence relative to Parts I - VII.  
V. Cargo and COD insurance.  
VI. Personnel Liability and Property Damage liability insurance.  
VII. Operating and investigation reports.  
VIII. Vehicle registration and license receipt forms.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers				Cu. Ft. of Records			
				In Office(s)		In Storage Area(s)		This Year's		All Prior Years	
Letter-size File Drawers	49	120		25		66					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	12							
			By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years				
			AVERAGE DAILY REFERENCES	7	5	5	3				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? Any information pertaining to motor carrier's corporate charter etc. in Corp. Div. ☒ [ ]
15. Is the information contained in this series ever summarized or published? ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? The only files to be destroyed are inactive 6 yr. old files AND NO archival value. ☒ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept Six years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

Withdraw from the active file when the carrier becomes inactive; place in inactive file, cut off the inactive file at the end of each calendar year, hold in the current files one (1) year, transfer to the Records Center, hold five (5) years, then destroy.

D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.  
E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by Robert Coheleach	Recommendations prepared by R. F. Coheleach	Approved by Division Date <i>[Signature]</i>	Records Management Officer Date Mr. T. G. Arnold
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>[Signature]</i>	Date 3-8-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>[Signature]</i>	Date 3-9-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of Georgia <i>[Signature]</i>	Date 3-9-72

Application for  
RECORDS DISPOSITION STANDARD

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2. Agency Application No.		Date Received		Application No.	
3. AGENCY, Division, Subdivision & Administering Office Address		MAR 8 1972		MAR 10 1972	
Public Service Commission 244 Washington Street, SW Room 148 Atlanta, Georgia 30334		4. Person to Contact		Mr. T. G. Arnold	
7. ACTION REQUESTED		5. Working Title		6. Tel. No.	
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.		Personnel & Fiscal		656-4500	
8. Inclusive Dates		9. EXACT SERIES TITLE			
1919-1966		Motor Carrier Application Files			
10. What function performed resulted in creation of this series					
Regulation of <del>Interstate</del> <sup>intrastate and</sup> transportation facilities, services, operations and rates of rail and motor carriers. This office regulates public motor carriers by the authority vested in the Commission by the Acts of the Legislature of 1931; specifically - to hold hearings to determine whether or not carrier authority will be granted; to grant or deny Certificates of Public Convenience and Necessity, and to enforce the Georgia Code Titles 68 and 93 and 94 as they relate to such authority. Regulation of interstate motor vehicle operations under authority vested in the Commission by the Acts of the Legislature of 1931, specifically - to require all "for hire" motor carriers, both ICC regulated and "exempt" operations to register their operations, file liability insurance and register the vehicles operated in Georgia, and to enforce the Georgia Code Titles 68, 93 and 94 as they relate to such authority.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any					
These <sup>intrastate</sup> files include the following documents and correspondence relating thereto: This file is arranged in 8 parts as follows by Motor Carriers: ICC folder I. <del>ICC</del> operating rights. <sup>Certificates</sup> II. Georgia Public Service Commission operating rights. III. Insurance correspondence. IV. General correspondence relative to Parts I - VII. V. Cargo and COD insurance. VI. Personnel Liability and Property Damage liability insurance. VII. Operating and investigation reports. VIII. Vehicle registration and license receipt forms.  <sup>Interstate files</sup> include the following documents and correspondence relating thereto: This file is arranged in one part as follows: ICC operating rights SPC Registration Permit Insurance filing & correspondence vehicle registration applications					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		49	120	25 66	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s)	
				12	
				By Annual Accumulation	
				This Year's	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				AVERAGE DAILY REFERENCES	
				7 5 5 3	

File are arranged numerically by MCA. No.

13. Is this the Record Copy of the series? ☒ ☐
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15. Is the information contained in this series ever summarized or published? ☐ ☒
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17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? The only files to be destroyed are inactive 6 yr. old files AND NO archival value. ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
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23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

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(Cite Law, Statute, or other reason for the retention requirement)

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D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.  
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(Indicate briefly rationale for recommendations above/or write additional remarks):

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Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Ben J. Higgins</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Harrell Hart</i>	Date 3-8-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Ben W. Tipton Jr.</i>	Date 3-9-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Assistant Secretary <i>Jimmy Carter</i>	Date 3-9-72



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- D. ☐ hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.  
E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

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Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>[Signature]</i>	Date 3-8-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>[Signature]</i>	Date 3-9-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comptroller of Georgia <i>[Signature]</i>	Date 3-9-72